

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 36-105**



26 FEBRUARY 2014

Personnel

**AFRL CIVILIAN LEADERSHIP POSITIONS
ASSIGNMENT PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFRL/DPD

Certified by: AFRL/DP
(Ms. Polly Sweet)

Supersedes: AFRLI 36-105,
20 February 2014

Pages: 6

This instruction implements Air Force Instruction 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*. This instruction establishes policy, responsibilities, and procedures to implement the Air Force Research Laboratory (AFRL) Division Chief, Branch Chief, Section Chief, non-bargaining Chief Engineer, Department Chairs, and non-bargaining Technical Advisor position assignment procedures. This instruction applies to all AFRL organizations. This publication may be supplemented at any level, but all direct supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR, using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. Requests for waivers must be processed through command channels to the publication OPR for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been updated to remove any references to military personnel. Military chief positions are no longer required to be advertised or competed. The name of this instruction was changed to clarify the true meaning for this instruction, which is to cover all AFRL civilian leadership positions. This change clarifies temporary actions and Headquarters (HQ) Memorandum of Agreement (MOA) announcement policies with template added as attachment.

All Lab Demo leadership positions for promotions must be advertised through civilian personnel office (CPO) not just AFRL wide.

1. Policy. This policy includes all civilian division chief, branch chief, section chief, non-bargaining chief engineer, department chairs, and non-bargaining technical advisor vacancies and will ensure all interested AFRL employees are given the opportunity to apply for such positions. This policy does not negate the current Air Force Materiel Command Commander (AFMC/CC) GS-15/DR-IV Assignment and Announcement Policies and Procedures. Appropriate paperwork must be submitted IAW AFRL policy. All applicable civilian personnel policies, instructions, and bargaining agreements will apply.

1.1. All Lab Demo Civilian Division, Branch, Section Chief, and Department Chair vacancies filled via reassignment will be advertised to all Lab Demo civilians AFRL wide as applicable by broadband level/at the geographic location where the vacancy exists (due to Permanent Change of Station [PCS] funding restrictions).

1.2. All Lab Demo Civilian Division, Branch, Section Chief and Department Chair vacancies filled via promotion will be advertised through the appropriate CPO to at least the minimum area of consideration required by the CPO.

1.3. All civilian division, technology directorate (TD)/711th Human Performance Wing (711 HPW) level non-bargaining technical advisor positions must be announced TD/711 HPW, at a minimum, to all civilians GS-15/DR-IV and below as applicable by broadband level/GS or equivalent grade level at the geographic location where the vacancy exists (due to PCS funding restrictions).

1.4. All TD/711 HPW level non-bargaining chief engineer positions must be announced Air Force (AF) wide. By announcing these positions external to AFRL, we will ensure that the best possible candidates with the best possible balance of Science and Technology/Product Center/Logistics Center experience are considered, therefore, providing the broadest possible understanding of customer technology transition requirements.

2. Exceptions. The following exceptions to this policy have been approved by the corporate board and include:

2.1. Placement of an individual returning from a career-broadening assignment with a documented MOA to a similar position (e.g., individual was a branch chief prior to career-broadening assignment and is returning to a branch chief position).

2.2. Civilian leadership positions covered under the Leadership Development Initiative or other similar programs where a candidate list will be provided by a higher source; i.e., HQ AFMC, Office of the Assistant Secretary of the Air Force for Acquisition (SAF/AQ), Air Force Personnel Center (AFPC).

2.3. Reassignment of an existing AFRL Division/Branch/Section Chief to a respective vacant position; resulting vacancy (including daisy chain vacancies) must be announced according to the policy.

2.4. AFRL Executive Director (AFRL/CA) waiver approval processed through AFRL Directorate of Personnel (AFRL/DP).

2.5. Realignments when entire office is realigned from one organization to another.

2.6. Job swaps within or across TD/711 HPW of existing leadership positions for developmental purposes or mission requirements not resulting in a vacancy.

2.7. Lateral reassignment of an existing Wright-Site contracting individual to an AFRL vacancy in accordance with the MOA Wright-Patterson AFB Contracting Enterprise Initiative (CEI).

2.8. This instruction does not cover Senior Executive Service or Scientific and Professional civilian positions.

3. Temporary Actions. Temporary actions up to 120 days do not need to be announced. Actions extended beyond the 120 days must be announced IAW **paragraphs 1.1., 1.2., and 1.3.**

4. PCS Costs. For some civilian leadership selections, payment of PCS costs is at the discretion of the gaining organization if the selected employee is from a different duty location than the duty location of the announced position. When a position is centrally managed, (covered by career programs), PCS costs will normally be paid by the Air Force Career Program.

5. Lab Demo Reassignment Announcement Process. Each Senior Personnel Advisor's (SPA's) office will post vacancy announcement(s) via established automated processes. Announcements must be open for a minimum of five working days with the preference being ten working days. Announcements must contain the following:

5.1. Eligible Grades/Ranks.

5.2. Position Information (Location, Duties, Acquisition Professional Development Program [APDP] requirements).

5.3. Requirement for a Chronological Resume (three page limit) from applicant.

5.4. Point of contact information.

6. Lab Demo Promotion Announcement Process. Positions will be announced by the appropriate CPO in accordance with established processes.

7. Interview Questions. Use the local civilian personnel guide as a reference in preparing your questions. Interview questions need approval by AFRL/DP or the servicing CPO. Documentation of the selection process should be retained for at least two years.

8. Interview Panel Requirements. The requirements are as follows and are mandatory for every AFRL civilian leadership fill action. The requirements include a panel for all selections with a minimum of three people (rank/grade; one grade above position, only equal to position when necessary) consisting of:

8.1. One minority or female representative,

8.2. One member from outside of the affected division, and

8.3. One member from outside the affected directorate/wing, where possible.

8.4. TD/711 HPW level chief engineer panels must include the AFRL Chief Engineer.

8.5. Exception: An interview panel is not mandatory when only one candidate applies.

9. Selection Guidelines. The following selection guidelines are factors that should be considered in the selection decision. DR-IV/GS-15 selectees must follow established AFMC assignment and announcement policies and procedures.

9.1. Division Chief. First-level supervisory experience, completion of Intermediate Developmental Education (IDE)/Senior Developmental Education (SDE), advanced degree, experience outside of the TD/711 HPW of the job being filled, and APDP qualification, if position is acquisition coded.

9.2. Branch Chief. Team lead or Integrated Product Team (IPT) lead experience, advanced degree, IDE/SDE, and APDP qualification, if position is acquisition coded.

9.3. Section Chief. IPT or other lead experience, advanced degree, IDE/SDE, and APDP qualification, if position is acquisition coded.

9.4. Technical Advisor. Significant technical expertise in the advertised area, advanced degree, IDE/SDE, and APDP qualification, if position is acquisition coded.

10. Effective Date. Projected effective date should be no more than two pay periods from selection, subject to administrative process approvals. The employee should not move prior to the official personnel effective date.

11. MOA Requirement. An MOA (take-back agreement) is required when an employee is reassigned from a TD/711 HPW to AFRL Headquarters for headquarters positions that have been deemed rotational; it must be signed by AFRL HQ, the TD/711 HPW director/deputy and the employee. The length of this assignment will normally be for two to four years from the official reassignment date, depending upon the needs of management. The MOA template attached to this instruction should be completed on all assignments requiring a take-back agreement.

THOMAS J. MASIELLO
Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES FORMS AND SUPPORTING INFORMATION

References

AFI 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*, 18 February 1994

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Attachment 2**AFRL CAREER-BROADENING PROCESS MEMORANDUM OF AGREEMENT (MOA) BETWEEN SELECTED EMPLOYEE AND GAINING/LOSING SUPERVISORS**

A2.1. The purpose of this MOA is to document the conditions associated with the career-broadening assignment for [Full Name]. This establishes an agreement to provide a career-broadening assignment as follows:

A2.1.1. The above named employee will be placed on a career-broadening assignment to [Organization/Symbol]. The position's title, series, and grade will be [Position Title, Pay Plan-Series-Grade]. The length of this assignment will range from two to four years. The timing of the return of the employee to the technology directorate/wing is contingent upon the needs of AFRL management, AFMC, and AF.

A2.1.2. Upon return to the technology directorate (TD)/711th Human Performance Wing (711 HPW), the employee will be placed on a similar position of equal grade as the current position held in AFRL HQ at the time of the return to the TD/711 HPW.

A2.1.3. The employee and the participating organization are expected to document goals/objectives for participating in this process at the time of selection. Upon completion of the broadening assignment, an assessment of progress made towards the attainment of the documented goals/objectives will be completed by employee and participating organization.

A2.2. If the employee leaves the AFRL HQ position prior to completion of the broadening assignment, this agreement will be null and void.

A2.3. The employee will compete in Reduction in Force (RIF) in the permanent position to which they are assigned while the RIF is occurring. The employee understands this agreement will be executed within the provisions of any hiring freeze or personnel movement restrictions that may be in place.

[Employee Name and Date]

[Losing Supervisor and Date]

[Gaining Supervisor and Date]

[Losing Organization]

[Gaining Organization]